INSTRUCTIONS FOR DOE E-RATE CONSORTIUM PAPERWORK

AdTec will be completing the paperwork for your E-rate application for Internet access through the Indiana Department of Education Internet Consortium for FY2010. This year we have attempted to streamline the paperwork process for you by populating the forms with as much information as possible. Please review, make any necessary changes, fill in missing information and send the completed forms to me as directed with each form. **Deadline for submission is Friday, October 30, 2009.**

We have used your school name as it appears on the E-rate website with your Billed Entity Number. If this is incorrect, please send an e-mail to me (jcarnal@admtec.com) with the correction and I will take care of changing this on the E-rate website.

E-RATE DATA SHEET (EDS)   This form is new to you this year. I need to be sure we have current information to complete your application. This includes basic information about your school/school district as well as budget information. This is an Excel Spreadsheet saved as Word 97 to 2003. Please refrain from changing margins or formatting cells if at all possible.

Page 1 –   Review the information on the top half of the page and make any corrections. Ignore lines 17-19 which are for information about who reports expenditures.

Block 3: At the bottom of page review the numbers used for your FY2009 application. Make any changes to the right of the existing numbers in the column labeled FY2010.
IF THERE ARE NO CHANGES ON PAGE ONE, WRITE "NO CHANGE" ON PAGE ONE.

Page 2 --   Provide current budget information. We cannot submit your application without this information.
E-mail to jcarnal@admtec.com or fax to 941-371-4044.

LETTER OF AGENCY (LOA)   This form gives DOE and AdTec authority to act on your behalf to file for the services you have requested through the DOE Consortium. This is a Word form. The information at the top of page 1 is filled in. Make changes if necessary, review the content of the LOA, and complete the information at the bottom of the second page. The name and title of the signer and the date can be filled in using Word. Then print and sign and submit via the best method as noted on the bottom of the form. (If sending a PDF, please save as a separate document.)

CIPA FORM 479   This form certifies that your school has met and continues to meet the requirements for the Children's Internet Protection Act. For more information go to http://www.usac.org/sl/applicants/step10/cipa.aspx on the E-rate website. Box 6a is checked because it certifies CIPA compliance. Please make any corrections, print, sign and date page 2, and submit via PDF, fax, or US Mail as for the LOA. (If sending a PDF, please save as a separate document.)

SERVICE LEVEL CHECKLIST (SLC) This form contains the information regarding your current level of service with the current Internet Service Provider (ISP). Please make any corrections to the contact information at the top of the form, add any additional services for FY2010 on the right side, add the printed name of the signer at the bottom, print, sign & date the form and return via PDF or US Mail as noted on the form. Base your requests for additional service on the prices from DOE's existing contract. The current Internet Service

Provider can assist you with information regarding requests for added service as you plan for the 2010-2011 year. Once the new DOE contract is completed the ISP will begin to contact districts with pricing from the new contract. As always, if you think you might want to increase bandwidth before June 30, 2011, you need to apply for it on this application. Adding additional services on this form does NOT commit you to add the service. (If sending a PDF, please save as a separate document.)

TECHNOLOGY PLAN   If your Tech Plan expires on June 30, 2010, you need a new 3-year plan. If your Tech Plan expires on June 30, 2011 or 2012 you need to submit an annual Tech Plan Update.

The link for the Checklist explaining the 3-year plan is:
http://www.doe.in.gov/olr/tpgp/welcome.html

The link for the annual update is:
http://www.doe.in.gov/olr/docs/2010TechplanCertificationUpdateforE-rateyear2010_000.pdf

You can also check to verify the expiration date of your current plan at:
http://www.doe.in.gov/olr/technology/erate.html

New Technology Plans or Technology Plan Updates are due to Mark Broderick at DOE by November 15, 2009.   Mark Broderick's e-mail address is: Broderic@doe.state.in.us

E-RATE PIN NUMBER   If you are willing to share your E-rate PIN number to facilitate the certification of your applications online, please include it along with the forms. I will only use the form with your permission on an application by application basis.

If you have questions, please contact me (Judy Carnal) by e-mail at jcarnal@admtec.com or by phone at 1-800-313-0169.